



## **MEETING NOTICE**

### **TUALATIN BUDGET ADVISORY COMMITTEE**

**Wednesday, May 27, 2015**

**6:00-8:00 p.m.**

**TUALATIN POLICE DEPARTMENT**

**TRAINING ROOM**

**8650 SW TUALATIN ROAD**

**TUALATIN, OR 97062**

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**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

1. Consideration of Minutes from the Budget Advisory Committee Meeting of May 28, 2014 and Minutes from the Budget Advisory Committee Meeting of May 12, 2015

**C. PUBLIC HEARING**

1. Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues

**D. MEETING AGENDA AND MATERIALS**

1. Discussion of Fiscal Year 2015-16 Budget

**E. PUBLIC COMMENT**

**F. COMMITTEE QUESTIONS AND COMMENTS**

**G. ADJOURNMENT**

**Budget Advisory Committee**

**B. 1.**

**Meeting Date:** 05/27/2015

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**Information**

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**Attachments**

Budget Committee Meeting Minutes for May 28, 2014

Budget Committee Meeting Minutes for May 12, 2015

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## OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 28, 2014

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Present: Candice Kelly, Roger Mason, Diane Buisman, Nancy Grimes, Dan Gaur, Terri Ward, Lou Ogden, Monique Beikman, Robert Kellogg, Ed Truax, Frank Bubenik,

Absent: Derek Ruckman, Wade Brooksby

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Assistant City Manager Alice

Present: Cannon; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Engineering Manager Kaaren Hofmann; Program Coordinator Denice Ambrosio; Parks Maintenance Manager Tom Steiger; Water Division Manager Mick Wilson; Maintenance Services Division Manager Clayton Reynolds; Police Captain Larry Braaksma; Street/Sewer/Storm Division Manager Bert Olheiser; Human Resources Manager Janet Newport; Library Manager Jerianne Thompson; Program Coordinator Lisa Thorpe; Pohl Center Supervisor Matt Saviello; Accounting Supervisor Matthew Warner; ; Public Works Director Jerry Postema

### **A CALL TO ORDER**

Chair Ward called the meeting to order at 6:02 p.m.

### **B APPROVAL OF MINUTES**

- 1 Consideration of Minutes from the Budget Advisory Committee Meeting of May 29, 2013 and May 13, 2014

MOTION by Lou Ogden, SECONDED by Diane Buisman to approve the Budget Advisory Committee Meeting of May 29, 2013 and May 13, 2014.

**Vote:** 11 - 0 MOTION CARRIED

### **C PUBLIC HEARING**

- 1 Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues

Finance Director Hudson stated the intent for this public hearing is to receive state shared revenues. He gave a brief staff report on the state shared revenues that the City receives. He noted that the city is estimated to receive \$300,200 in the FY14/15 budget. The revenue is not restricted and is used for general city operations. Cigarette, gas, and remaining liquor taxes are not covered in this public hearing.

#### PUBLIC COMMENT

None

### **D MEETING AGENDA AND MATERIALS**

## 1 Discussion of Fiscal Year 2014-15 Budget

Director Hudson distributed answers to questions submitted by committee members for review. Items covered included questions related to Bancroft Bond fund balances, outside legal services, debt service information, and the Library/City Office parking lots.

Director Hudson briefly covered general fund revenues for FY 2013-14. He reviewed the trends for the general fund, building fund, and operating funds.

Director Hudson began the discussion of the FY 2014-15 budget. He presented an overview of revenues for the general fund including property tax, intergovernmental grants, and fees and charges. Other revenues covered included the building and operations fund. He briefly covered the increase in water rates based on the Water Master Plan and the increases passed through from Clean Water Services. The total utility rate increase is slightly less than 4%. Transfers in the water, sewer, storm drain, and gas tax funds were explained.

Chair Ward asked when the contract for purchasing water from the City of Portland will expire. Director Hudson stated the contract expires in 2026. Committee Member Kellogg asked if the contract could be terminated early. City Attorney Brady confirmed it could be terminated earlier than 2026.

Highlights in expenditures in the following areas were discussed: Policy and Administration, Community Development, Community Services, Public Safety and Public Works. Items including staffing and special one time expenditures were covered for each department.

Chair Ward asked if the Parking Enforcement Officer position had paid for itself in previous budget years. Director Hudson stated it had not and the need for the position will be analyzed in the future.

## 2 Public Comment

Kathy Newcomb asked about remaining fund balances in the Leveton Urban Renewal District and Central Urban Renewal District. Director Hudson stated the funds were discussed at the previous meeting and balances can be found on pages 228 and 231 in the proposed budget. Ms. Newcomb submitted a request for the purchase of land for a park and ride on facility 99W. She proposed using remaining funds from the Leveton Urban Renewal District.

Committee Member Kellogg asked about the process for adding such a request to the budget. Director Hudson stated an amendment to the budget could be made by the committee.

## 3 Committee Questions and Comments

MOTION by Robert Kellogg, to use remaining Transportation Development Funds, after the construction of Seneca Street, to complete the design study on the 105th and Blake Street project in the Capital Improvement Plan.

**Vote:** 11 - 0 MOTION CARRIED

Committee Member Davis asked if a vote could be taken on funds that are not guaranteed to be available. Finance Director Hudson responded that it is questionable on whether the project would be eligible to use Transportation Development Tax (TDT) funds.

Committee Member Mason asked staff's capacity to take on another project. City Manager Lombos stated it is not in this year's work plan to complete this project.

Mayor Ogden expressed concern over the Capital Improvement Plan (CIP) projects being dictated by the committee. He stated the CIP should be an administrative task that meets the Council priorities for the year. He would like the Council to look at this request when the CIP recommendations come forward.

Committee Member Beikman stated she would like to look at the project in more detail and discuss it when the CIP plan comes to Council later in the year.

AMENDMENT TO PREVIOUS MOTION by Robert Kellogg, SECONDED by Terri Ward to recommend to Council to consider moving the 105th and Blake Street alignment project to the Fiscal Year 2014-15 budget.

**Vote:** 11-0 MOTION CARRIED

MOTION by Ed Truax, SECONDED by Candice Kelly to approve the Fiscal Year 2014-2015 City of Tualatin budget, as amended, the property taxes it contain at the rate of \$2.2665 per \$1,000 of assessed value for operating purposes, and the amount of \$995,000 for payment of general obligation bond principal and interest.

**Vote:** 11 - 0 MOTION CARRIED

MOTION by Ed Truax, SECONDED by Candice Kelly to approve the Fiscal Year 2014-2015 Tualatin Development Commission budget.

**Vote:** 11 - 0 MOTION CARRIED

**E OTHER ISSUES**

**F ADJOURNMENT**

Chair Ward adjourned the meeting at 7:23 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Recording Secretary



## OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 12, 2015

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Present: Candice Kelly, Roger Mason, Nancy Grimes, Dan Gaur, Terri Ward, Lou Ogden, Frank Bubenik, Paul Morrison, Robert Kellogg, Joelle Davis,

Absent: Monique Beikman, Ed Truax, Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Parks Maintenance Manager Tom Steiger; Maintenance Services Division Manager Clayton Reynolds; Police Captain Mark Gardner; Street/Sewer/Storm Division Manager Bert Olheiser; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Management Analyst II Kelsey Lewis; Parks and Recreation Manager Rich Mueller; City Engineer Jeff Fuchs; Recording Secretary Colleen Resch; Human Resources Director Janet Newport; Program Coordinator Lisa Thorpe; Accounting Supervisor Matthew Warner; Court Administrator Courtney Cox; Water Division Manager Mick Wilson; Police Lieutenant Greg Pickering; Water Division Manager Andrew Degner; Public Works Director Jerry Postema

### **A CALL TO ORDER**

The Budget Advisory Committee meeting was called to order at 6:07 p.m.

### **B WELCOME AND INTRODUCTIONS**

### **C ELECT COMMITTEE CHAIR**

MOTION by Joelle Davis, SECONDED by Nancy Grimes to nominate Terri Ward as committee chair.

**Vote:** 10 - 0 MOTION CARRIED

### **D APPROVAL OF MINUTES**

This item was forwarded to the next meeting.

- 1 Consideration of Minutes from the Budget Advisory Committee Meeting of May 28, 2014

### **E MEETING AGENDA AND MATERIALS**

- 1 Review Fiscal Year 2014-2015

City Manager Sherilyn Lombos presented a PowerPoint and gave an overview of the City organization, events and accomplishments that occurred this past fiscal year.

## 2 Deliver Budget Message and Distribute Proposed Fiscal Year 2015-2016 Budget

A break was taken from 7:03 p.m. to 7:13 p.m.

Finance Director Don Hudson presented a PowerPoint on the Fiscal Year 2015-16 Budget Message. He started by recapping events from the past year including the Nyberg Rivers development, the Eddyline Apartments and the Marquis Assisted Living. He commented on the status of the Big 3 Software Project and stated the project will be 2/3 complete by the end of the fiscal year.

Director Hudson stated the proposed Fiscal Year 2015-16 Budget is \$82,196,390 which is an 8.95% increase. He noted some of the increase is attributed to the Tualatin River Greenway Project. He said the Tualatin Development Commission Fiscal Year 2015-16 Budget has decreased by 1.48%.

Director Hudson said the revenues are stable and overall the revenues are increasing by 9.7% with the inclusion of the grant money for Tualatin River Greenway Project. He highlighted a few of the revenue sources and said rate increases will be discussed at the next budget meeting. He commented on the increase in property taxes due to the growth in assessed value.

Director Hudson reviewed the expenditures and said staff used the premise to maintain service levels, look for savings and efficiencies, limit growth in materials and services and align with City Council goals when developing their budgets. He said the City Council met in January and identified the following priority projects: Basalt Creek, City Hall/Town Hall, Development Code Review, Local Transit, Marijuana, Parks Master Plan, Regional Transit and Water Supply. He said a number of these goals are programmed into the proposed budget. Overall, expenditures are increasing by 15.3%, which includes the Tualatin River Greenway expenditures. He said if you do not consider this project, expenditures are increasing 4.5%. He noted that some of the increases are due to contractual obligations that staff does not have control over. He updated the committee on PERS legislation and said the impacts are still unknown.

Director Hudson covered projects in the Capital Outlay Fund which include the Tualatin River Greenway project, replacement vehicles, shelter for the dog park, fencing along the greenways and library self-check machines. He noted debt service is going down due to an improved rating and a positive outlook.

Director Hudson distributed the proposed FY 2015/16 budget and a summary of last year's questions. Overall the proposed budget meets current level services, addresses City Council goals and is stable. He noted any questions regarding this year's budget could be emailed to him.

## 3 Discussion of Fiscal Year 2015-2016 Budget

Director Hudson proceeded with an overview of the smaller funds including the Science and Technology Scholarship Fund, Core Area Parking Fund, and the Local Improvement District Fund. Debt Services Funds were also reviewed and included the General Obligation Bond, Bancroft Bond and Enterprise fund, along with the Capital Development Funds. The Water, Sewer, Storm Drain, Road and Transportation Development Tax Funds were reviewed. The Tualatin Development Commission (TDC) Funds were reviewed including the Central Urban Renewal and Leveton Projects.

## 4 Discuss Second Budget Committee Agenda

The meeting concluded with a brief discussion of the agenda for the next budget meeting on May 27th.

**F OTHER ISSUES**

**G ADJOURNMENT**

Chair Ward adjourned the meeting at 7:49 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Recording Secretary